

# 1-1.000 INTRODUCTION

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## **1-1.100 Purpose**

The United States Attorneys' Manual is a looseleaf text designed as a quick and ready reference for United States Attorneys, Assistant United States Attorneys, and Department attorneys responsible for the prosecution of violations of federal law. It contains general policies and some procedures relevant to the work of the United States Attorneys' offices and to their relations with the legal divisions, investigative agencies, and other components within the Department of Justice.

The Manual provides only internal Department of Justice guidance. It is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter civil or criminal. Nor are any limitations hereby placed on otherwise lawful litigative prerogatives of the Department of Justice.

## **1-1.200 Authority**

The United States Attorneys' Manual was prepared under the general supervision of the Attorney General and under the direction of the Deputy Attorney General, by the United States Attorneys, represented by the Attorney General's Advisory Committee of United States Attorneys, the Litigating Divisions, the Executive Office for United States Attorneys, and the Justice Management Division. *See* A.G. Order 665-76. The Executive Office for United States Attorneys coordinates the periodic revision of the Manual in consultation with the Attorney General, Deputy Attorney General and Associate Attorney General.

This Manual is intended to be a comprehensive collection of policies. When the contents of this Manual conflicts with earlier Department statements, except for Attorney General's statements, the Manual will control. Should a situation arise in which a Department policy statement predating the Manual relates to a subject not addressed in the Manual, the prior statement controls, but this situation should be brought to the attention of the Executive Office for United States Attorneys, Manual Staff, Department of Justice, Room 1627, 950 Pennsylvania Avenue, N.W., Washington, D.C. 20530.

### **1-1.300 Disclosure**

The Manual is United States Government property. It is to be used in conjunction with official duties and must remain in the United States Attorney's Office or litigating component. All materials contained in the Manual, unless specifically designated to the contrary, are subject to the provisions of Title 5, U.S.C., Sec. 552(a)(2). Accordingly, this Manual must be made available for public inspection and copying pursuant to 28 C.F.R. Sec. 16. The Manual is available for public inspection at all depository libraries, law school libraries, and the Library of Congress.

### **1-1.400 Organization**

The Manual is divided into nine (9) distinct titles:

Title 1 -- General

Title 2 -- Appeals

Title 3 -- Executive Office for United States Attorneys

Title 4 -- Civil

Title 5 -- Environment and Natural Resources

Title 6 -- Tax

Title 7 -- Antitrust

Title 8 -- Civil Rights

Title 9 -- Criminal

### **1-1.500 Distribution**

The Manual is published by the Executive Office for United States Attorneys and is distributed to each United States Attorney's Office and Litigating Division of the Department of Justice. Requests for copies should be submitted in writing to the Executive Office for United States Attorneys, Manual Staff, Main Justice Building, Rm. 1627, 950 Pennsylvania Avenue, N.W., Washington, D.C. 20530. Copies are available for other federal agencies by calling 202-514-4633. The Manual is made available to the public through the Government Printing Office (GPO). Mail orders should be sent to the following address: Superintendent of Documents Subscription Entry U.S. GPO Washington, D.C. 20402. Telephone orders: (202) 512-1800.

### **1-1.600 Revisions -- Policy (Bluesheets)/Procedures**

There are two types of revisions to the Manual: policy (bluesheets) and procedure. Policy changes are entitled bluesheets.

Policy changes are submitted by the Attorney General, Deputy Attorney General, Associate Attorney General, a litigating division or the Executive Office for United States Attorneys (EOUSA). Policy changes submitted by an Assistant Attorney General for a litigating division or the Director EOUSA must be reviewed by the Attorney General's Advisory Committee (AGAC) before being incorporated into the Manual. If the AGAC objects to the proposed policy change, it will meet with the litigating division or EOUSA to resolve. Unresolved issues will be resolved by the Deputy Attorney General or Attorney General. Policy changes issued by the Attorney General, Deputy Attorney General, and Associate Attorney General are effective upon issuance. For guidance in preparing a policy change (bluesheet), contact the Manual Staff at 202-514-4633.

Procedural changes to the Manual do not require review by the Advisory Committee and can be incorporated directly into the Manual. Procedural changes should be sent to the USAM staff through the Director, EOUSA.

## **1-1.700 Maintenance**

The Manual is intended to function as do the commercial looseleaf services. Policy changes (bluesheets) are issued directly upon receipt and should be inserted in front of the affected section. Each holder of the Manual is responsible for inserting the materials received.